



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 12/20/77	1. Agency Address Atlanta Regional Commission Dept. of Admin. & Technical Services Program & Budget Division 230 Peachtree Street, Suite 200 Atlanta, Georgia 30303	Application Number 77-380	
Application Number Area Plan - 1		Date Received DEC 21 1977	Date Completed JAN 5 1978
2. Person to Contact Beverly Rhea		Working Title Project Review Coordinator	Telephone Number 656-7762
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1971	Latest to Date	5. Records Series Title (followed by title used in office, if different) Project Review Records - Area Plan Reviews	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? To insure the timely accomplishment and proper documentation of all activities necessary to fulfilling the Atlanta Regional Commission's responsibilities to review and comment on projects referred to the Commission pursuant to various state and federal laws and regulations (e.g. A-95, Area Plan, Metro River, etc.)			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: ARC's requirement to review Area Plans under Act No. 5 of the 1971 Georgia General Assembly, as amended. Included are: Request for ARC Review submitted by municipality, county or public authority, commission, board, utility, or agency; ARC's Acknowledgement of Receipt, Staff Notice of Review, Request for Comments, Request for Conference (if necessary) and Official Review Comments by ARC. Also included are review comments by ARC staff and outside agencies plus other documentation submitted by applicant and others. File is arranged: By subcategory (MARTA Corridor/General) of Area Plan, then by Atlanta or county of location, then chronologically by date review was closed.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>2</u> ; Seven to twelve months old <u>1</u> ; Thirteen to twenty-four months old <u>1</u> ; twenty-five months and older <u>1</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers <u>1/2</u> ; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law	<u>0</u> years.	d. Audit period	<u>3</u> years.
b. Statute of limitation	<u>4</u> years.	e. Administrative need	<u>4</u> years.
c. Federal law	<u>0</u> years.	f. Federal retention instructions	<u>0</u> years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

See Attached.

Georgia Code 27-601

OMB Circular A-102

Act 5, Ga. Laws 1971

Attachment C

Act 1359, Ga. Laws 1976

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) one year(s); then
- ☐ Transfer to local holding area, hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☒ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	12/20/77	<i>Peggy S. Fulghum</i>	12/20/77
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	12-29-77
		Secretary of State/Designee	1-5-77
		Attorney General/Designee	12-29-77